



REVENUE DEPARTMENT

JOB ANNOUNCEMENT

		POSTING DATE 01/24/07	
		CLOSING DATE Posted until filled	
ANNOUNCEMENT NUMBER 009-07			
JOB TITLE/JOB CODE NUMBER TAX SPECIALIST 3 41404 Unclassified		PAYGRADE 015	EXPECTED HIRING RANGE (ANNUALLY) \$34,533.36 - \$60,487.20
DIVISION COMPLIANCE		POSITION # various	
		UNIT NAME/LOCATION Positions out-of-state (Headquarters in Atlanta)	

THIS ANNOUNCEMENT IS OPEN TO:

- A. ☐ CURRENT QUALIFIED EMPLOYEES OF THE _____ OFFICE/UNIT/DIVISION ONLY.
- B. ☐ CURRENT QUALIFIED DEPARTMENT OF REVENUE EMPLOYEES ONLY.
- C. ☐ EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS (LOAA).
- D. ☐ PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site: www.thejobsite.org
- E. ☒ ALL QUALIFIED APPLICANTS

If you need an accommodation due to a disability for any part of the employment process,
please contact the Human Resources Office at (404) 417-2140 or 417-2160 (TDD).

GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION

The Georgia Department of Revenue is seeking experienced Tax Auditors to perform state and local tax audits specializing in sales and use tax, corporate income tax and other tax types. Additionally, if so directed, tax auditors may perform corporate AUP reviews.

MINIMUM TRAINING AND EXPERIENCE

Successful completion of one year of experience as a Tax Specialist 2 OR Three years of professional accounting experience within either the private sector, public accounting or government agencies with emphasis in conducting state tax audits and completion of a bachelor's degree or equivalent in business administration or a related field from an accredited four-year college or university that included two introductory and two intermediate level accounting courses (one course in business law may be substituted for one of the accounting courses) OR Two years of professional accounting experience within either the private sector, public accounting or government agencies with emphasis in conducting state audits and completion of a bachelor's degree or equivalent in business administration or a related field from an accredited four-year college or university that included two introductory and two intermediate level accounting courses (one course in business law may be substituted for one of the accounting courses) and a master's degree or equivalent in business administration or a professional CPA designation. Note: Professional-level experience that involves the valuation of real property or the analysis of financial records such as financial statements, balance sheets, and general ledgers may be substituted for up to one year of the professional experience listed above.

PREFERRED QUALIFICATIONS

Knowledge of Georgia tax laws. Bachelor's degree in business administration or a closely related field with a minimum of twelve (12) semester hours in accounting. Excellent written and oral communication skills. A self-starter capable of handling a multitude of assignments concurrently. Three years of professional accounting experience in private industry, public accounting or government sector conducting or representing taxpayers in state tax audits. Two years of experience with various computer software programs, such as Microsoft Office. Advanced degree, CMI or CPA designation. Ability to meet the terms and conditions of employment with the Compliance Division.

INSTRUCTIONS

Applicants must email a resume and cover letter to jobs@dor.ga.gov. Include the announcement number and job title in the subject line (ex: "#008-07 Tax Specialist 3"). **Positions will be based in or near major metropolitan areas in Massachusetts, Minnesota, New York, Ohio, Texas, Virginia and Washington.**

Due to the large volume of applications received by this office, only applicants selected for interview will be notified of the final applicant selection.